

The NATIONAL Democracy

Volume 13

Number 2

February, 1948

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THE NATIONAL SECRETARY

VOLUME 13
Number 2

THE NATIONAL ASSOCIATION
OF SCHOOL SECRETARIES

FEBRUARY
1948

A Department of
The National Education Association

Published October, February and May for
Secretaries, Clerks, Administrative Assistants
in public, private schools and colleges

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To the Membership of the National Association of School Secretaries:

You are an indispensable part of the National Education Association's many and varied departmental and divisional memberships, and as such, I greet you.

In these tumultuous days, when education is vital to the great and lasting job of achieving peace for all mankind, those in executive positions throughout the country depend upon well-trained, informed and interested secretaries to assist them in solving the crisis in which education is involved.

It is well that, as a group, you have realized the importance of an organized professional status, and I congratulate you on the fine work you have done in the comparatively short time you have been organized. Your intelligent cooperation and your skills are invaluable in the advancement of education.

If the world is to be freed from the menace of war, and from bigotry, prejudice, and injustice, education must lead the way. We cannot have international good will without international understanding. Education is the medium through which nations can come to know each other better, and thereby work out their problems in harmony, and with benefit to all.

This new year is one in which each of us will have a chance to work toward the attainment of certain long-planned goals. The finest type of service will be necessary to promote international understanding and educational progress. I am sure that all of us will profit by your loyalty and assistance. You have my best wishes for a happy, successful year.

Sincerely yours,

Glenn E. Snow, President
National Education Association

The



PRESIDENT'S MESSAGE

Eleanor M. Dearden

For the past several years workshops for school secretaries have been held at various universities. Those in attendance have been filled with enthusiasm to return to their work and put into practice some of the new knowledge attained.

To what extent has this actually occurred? How many of us who have attended workshops have tried some new method, adopted some new technique, or evaluated the tasks which we have been doing in the light of the knowledge gained?

It is a worthy ideal to strive toward professionalizing our positions. Sometimes, however, we look toward the future and forget that the manner of performance of our day-by-day tasks is the only tangible evidence that can be evaluated to discover whether or not progress is really being made. Too often, enthusiasm for innovations and examination of our techniques and our methods dims under the pressure of daily work and we fall into the old routine.

The success of our workshop programs can only be measured by the degree to which the actual performance of our work has been improved. Let us not lose sight of the necessity for a critical examination and evaluation of our daily practices to ascertain whether or not a constant steady improvement is evident as a result of our growth in knowledge and appreciation of the tasks we perform. I sincerely hope that all who have attended workshops are finding their work has taken on new meaning and that each one will consciously attempt this year to improve in efficiency and effectiveness.

WORKSHOPS FOR SUMMER, 1948

We are very anxious to publish a list of *all* workshops to be conducted during the coming summer. Will any local or state association sponsoring such a workshop please send to the Editor, Katherine E. Mitchell, not later than April 1 the place and dates. If detailed plans for the workshop have been completed by that time, we shall be glad to print it in detail. Our members appreciate knowing about these workshops in advance so that they may plan their vacations accordingly.

COMMITTEE ON ELECTIONS

Catherine Daly, Board of Education, 1354 Broadway, Detroit, 26, Michigan, Chairman of the Election Committee, would be pleased to have suggestions for possible officers for the coming election as soon as possible. If there is a secretary in your local or state association whom you think will make a good National officer, send her name and address along to Catherine. The offices which will be open for the coming year are President, Second Vice-President, Corresponding Secretary, Treasurer, and two members of the Executive Board. Your cooperation in sending in names will be greatly appreciated by the members of the Committee on Elections.

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Katherine E. Mitchell, Editor

Editor's Page



Mary Patricia Cleary, Assistant Editor

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12	Months of Good Fellowship
52	Weeks of Peace
366	Days of Good Luck
8,784	Hours of Prosperity
527,040	Minutes of Good Health
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*Wishes for a
Happy New Year*

Have you followed the advice of Sara Milner, Vice President in charge of Membership, given to you in the October issue by finding that *extra* new member? If not, just clip out this form and urge one of your co-workers to join immediately.

NATIONAL ASSOCIATION OF SCHOOL SECRETARIES
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City State.....

Position in School System:.....

Name of member turning in this new application:.....

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Also, note some new names added to the list of State Chairmen in this issue. To members in those states still without chairmen, will you please help us complete the list by volunteering your services, or by sending the name of some person who would be willing to serve. All names should be sent to Sara Milner, Vice President in Charge of Membership, Roosevelt High School, Atlanta, Georgia.

MID-WINTER MEETING

Atlantic City, New Jersey, February 1-22, 1948, Hotel Claridge

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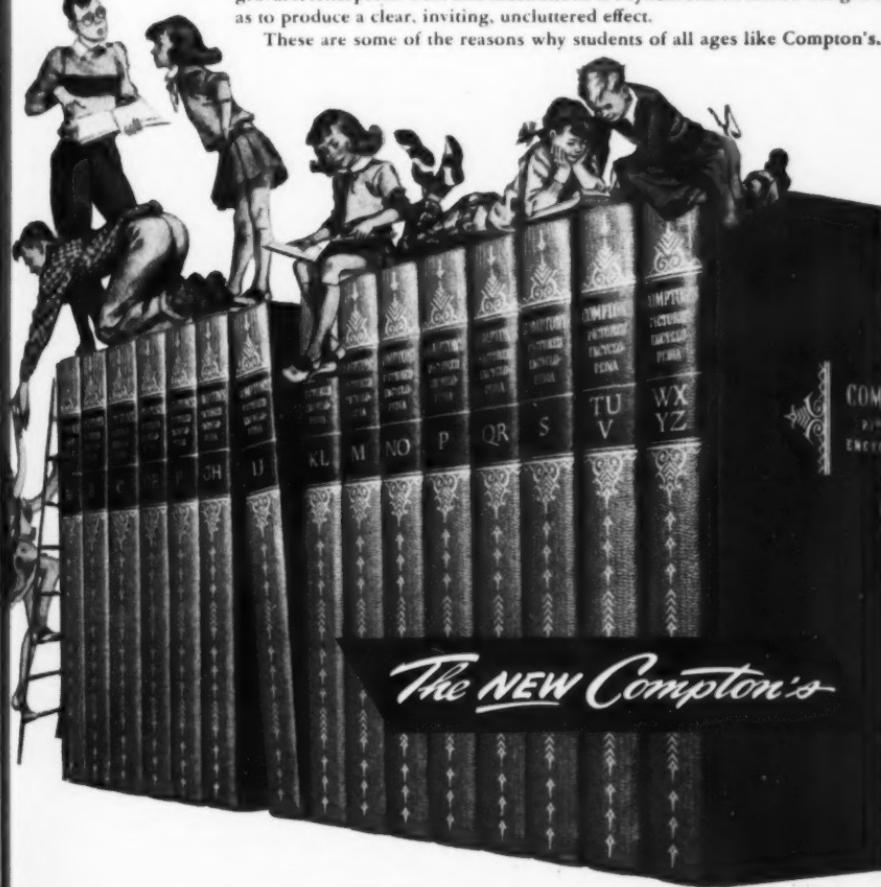
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TABULATED INFORMATION FROM NORTHWESTERN UNIVERSITY SCHOOL SECRETARIES INSTITUTE

Dear School Secretary:

My calendar tells me October is here—the month I promised to send you some information tabulated from your questionnaires in regard to the School Secretaries Institute. Again you are an exceptional group—the percentage return on the questionnaires was higher than the normal expectancy—110 out of 144 being returned, or 76%.

You have given us valuable suggestions for general lecture topics as well as suggestions for a more valuable office equipment exhibit. The majority voted for a more extensive demonstration of some type.

Each person returning the questionnaire believed that a similar battery of tests and inventories should be administered to any new group attending an Institute. A majority believed they could profit from time spent on the principles and techniques of group counseling and discussion leadership. Suggestions in this area were pertinent, if time will permit their implementation.

You were practically unanimous in your agreement with the idea of breaking down the discussion groups into smaller sections and into sections as to type of school. A slight majority thought there should be more discussion group meetings on secretarial and clerical techniques and fewer general meetings. Your suggestions on clerical problems you would like to have considered will be of great assistance in planning the next program.

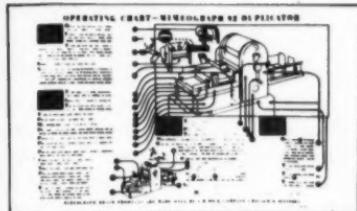
The majority approved of the amount of time spent on the general review of grammar, sentence structure, and punctuation. Here again you suggested items for consideration which will be excellent guides for future planning.

Most of you thought the program was not too intense, although about half thought more "free" time should be provided in the schedule. There were some splendid suggestions for a more varied social and semi-social program. A majority preferred an Institute one week in length, with an opportunity to earn college credit. A college credit program would, of course, involve additional work and a more extensive registration procedure.

Fifty-eight of the 110 replying were allowed extra time to attend the Institute, in addition to their regular vacation period. There were forty-nine affirmative responses to the question, "Did your school pay any part of your expenses to the Institute?" Of this number twenty-eight had their total expenses paid, six received between \$30 and \$50, four had their registration fee paid, nine had the registration fee and transportation paid, one person received 50% of her expenses, and one received between \$50 and \$100. In several cases the local or state school secretaries' association helped defray expenses.

Eighty-three secretaries in the public school group reported salaries ranging from \$1320 per year to \$3590; nineteen in the \$1320 to \$1999 span; thirty-six in the \$2000 to \$2499 span; twenty-three in the \$2500 to \$2999 span; and five in the \$3000 to \$3590. Fourteen secretaries from the college group reported salaries ranging from \$1620 to \$2690. Of these, six were below \$2000, four fell in the span from \$2000 to \$2400, and four were above \$2400.

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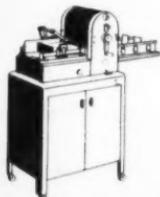
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Fifty-nine of the 110 who replied are members of their state school secretaries' association, and seventy-two are members of the National Association of School Secretaries. Three indicated that they belong to the National Education Association

We appreciate your splendid cooperation in this evaluation of our Institute program. You have helped us make an objective and critical analysis of the benefits received and you have given us constructive suggestions for future programs. You were all very kind and complimentary in your remarks about the Institute program. I wish it were possible to write each of you individually, giving the results of the tabulation and answering your personal comments. Since that is impossible, please accept our thanks and know that we are thinking of you individually even though writing you collectively.

At the present time we are planning a School Secretaries' Institute for the summer of 1949. We shall look forward to your being here then. In the meantime I know that I can count on you to let your friends and colleagues know that we are interested in helping school secretaries improve and grow on their jobs.

Cordially yours,

Martha Luck,
Executive Secretary

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ACROSS THE COUNTRY WITH THE SCHOOL SECRETARIES

By Flo Garretson, Scotch Plains, New Jersey



By the time each of you reads this account, it will be mid-winter. However, to pause in retrospection now and then is a delightful fete. Therefore, let us look back to this last summer when vacation plans were in the offing. It was the idea of our very good friend Edna Atkinson that caused this article to be written. So I shall relate it to you as it occurred last summer, hoping you can relive these happy associations with me and our fine corps of school secretaries.

"California Here I Come" rang in my head as the day dawned for me to depart.

The morning presented one of those smoke-screens, so well known along our eastern coast—it is known as smog in Los Angeles, so I learned. But with the last few essentials accounted for, luggage locked and ready to go, we were off on the first leg of our journey. (By "we" I refer to my sister who accompanied me.)

"The Pacemaker"—what a grand train! It reminded me of the famous Daylight Limited running between San Francisco and Los Angeles. But what a tizzy we were in before departure. Our luggage was missing and we spent a few anxious moments until about six minutes to train time. But, as you may have gathered, it finally came or we wouldn't be telling this tale. So as our train pulled out of New York, the smoke-screen lifted to let in the last rays of sun at the close of the day. We rode the entire first night and finally landed in the "Windy City" with temperatures reaching a "cool" hundred in the shade.

Whether it be north, south, east or west, our school secretaries are always on hand to give one that feeling of being wanted—welcoming us with the "Key to the City". Mary Bowers, our charming "gal" who holds the National Money Bags, met us at the LaSalle Station. And what seemed like old-home week, was the appearance of Lucille Nusbaum, from Elkhart, Indiana, Cathie Hart from Racine, Wisconsin, and Ruth Smith of Elmwood Park, Ill. Oh these School Secretaries—what a grand group! After browsing around Marshall Fields—largest department store in the world, I have been told—we all journeyed to Edna Atkinson's famous Dew-Drop Inn out at Oak Park. (Yes, everything folks who have visited it have said is true). The welcome mat is always out with Edna at the door to greet one in her very charming manner. Of course we were all ears hearing about the success of the Institute at Northwestern, the "Official Family's" visit and seeing the pictures of them all attired in hats of various sizes and descriptions belonging to "Edner". They truly must have had a delightful get-together. Other school secretaries present at Edna's were Marion Homer (Evanston, Ill.), who joined the throng, and Martha Luck of Northwestern, the very charming person in a large part responsible for the Northwestern Institute. Would that I could have attended a Workshop this summer. They are so stimulating.

Time fleeted by, indeed, and soon it was approaching the hour to wend our way back to the Windy City, where we were to start the next lap of our journey. Some of the girls had to depart for various destinations, but Edna, Mary Bowers and Ruth Smith journeyed to the big city with us. At this point we were privileged to extend felicitations to Dr. Herold Hunt and our own Frances Rosenthal on their new appointments as Superintendent of Schools of Chicago and Secretary to the Superintendent, respectively. Dr. Hunt welcomed us in his very gracious manner and extended an invitation to visit him again. Frances had dinner with us, at which time she found us interested listeners when she told of the new home she had actually purchased. Her new surroundings sound ideal, and we wish Frances our best.

It is truly stated that all good things must come to an end, and so after an active day of seeing fine friends, a wonderful luncheon at Dew-Drop Inn, and a grand dinner at "Carder's" in the Loop, we said "Au Revoir".

We left Chicago on the El Capitan bound for Los Angeles. The trip en route proved very delightful. The scenic views were compensating for the many hours our train was late in arriving at our destination. This was due to the aftermath of the flooded areas in Colorado, New Mexico and Arizona where the tracks had to be rebuilt due to wash-outs.

At last Union Station—Los Angeles! What a spot! And the first person we saw who stood out among the throngs waiting to meet friends and relatives, was our own Belle Kuehny. She had come all the way up from Laguna Beach to meet our train. That is what I call true comradeship—another fine quality possessed by school secretaries. Belle got broadcast tickets for Mae and me for the "Meredith Wilson Show" in which her daughter Gretchen appears as the only celloist in the orchestra. What a delightful program, and what a charming person—Gretchen!

Then to make us more welcome were Dora Lord and Helen Bingham, who called to see if we had checked in. After a good night's sleep, we were "rearin' to go". Los Angeles was really taken over by two Jersey gals in our first full day. Why I even bought a new suit at the very famous Bullock's Department Store.

Laguna Beach was the next activity on our program. Dora Lord drove us down to Belle's and now I know why Belle always wanted the Executive Board to meet at her "Kingdom by the Sea". We dined at the very well-known Victor Hugo Restaurant overlooking the "Blue, Blue" Pacific. Here the multicolored flower gardens made a very beautiful sight. There are not words enough to describe such grandeur. Belle then drove us around Laguna, pointing out Bette Davis' home, and various points of interest as we rode up hill and down dale. And then, too, Belle did try to sell us a 30-acre section, or at least interest us in investing toward the purchase of this area, which she felt could be used for a "School Secretaries' Home". You know, of course, that our Belle is a licensed real estate broker. We saw her sign, office 'n' everything.

These school secretaries certainly are full of that so-called California spirit. The next day Helen Bingham, whom you all remember as working on the revision of our National Constitution about three years ago, for which she turned a very commendable piece of work, met my sister and me. She took us under her wing for the day, along with a friend of hers—a Mrs. Ruth Hypes, a very charming person, too. Again I say these school secretaries should all be eligible for employment by the California Chamber of Commerce—they all talk with such pride and enthusiasm to visitors about the offerings of their fine state. I don't blame them a bit, for I am not a resident of California, but I do plenty of talking about the beauties of it. Our day included such spots in our itinerary as a trip to the top of Signal Hill, where all the oil wells are situated and at its highest point looking out over Long Beach, a beautiful resort as well as a fine business center. And through the day we visited such places as San Pedro, the naval bases, the shore drive as far as we could take it right into beautiful Santa Monica with its lovely homes, including many owned by movie stars. At this point we stopped at "Carlos by the Sea" for luncheon. After having renewed vigor, we wended our way toward the campus of the University of Southern California, Beverly Hills, Hollywood and on to Glendale where we visited the many interesting sights of the very famed Forest Lawn Memorial Park. These sights included the Wee-Kirk-of-the-Heather Church, famous for its christenings, marriages and funerals of famous people; the stained glass windows depicting "The Last Supper", the Church of the Recessional, the beautiful statuary of "The Mystery of Life and the Song of David" as

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done by Michael Angelo. We then journeyed to a section known as "Fern Dell Cavern" where one gets right back to nature just a few feet off the busy thoroughfare. There one could see such beautiful ferns, flowers in their natural settings, little rivulets and gold fish in the pools. Oh the sights too numerous to mention completed a wonderful day with two fine Californians, after dinner in the evening at Gourmet's in Hollywood.

Catalina beckoned us again, as we had been there six years before. The scenic wonders of that place are still present—the skyline drive, the bird sanctuary, the harbor, the casino and the mission bells. Each time one visits that beautiful spot, new sights can be found.

The next day was spent with friends from our own fair city of Plainfield, N.J., who moved out to California about three years ago. They, too, have been imbued with that fine Southern California hospitality.

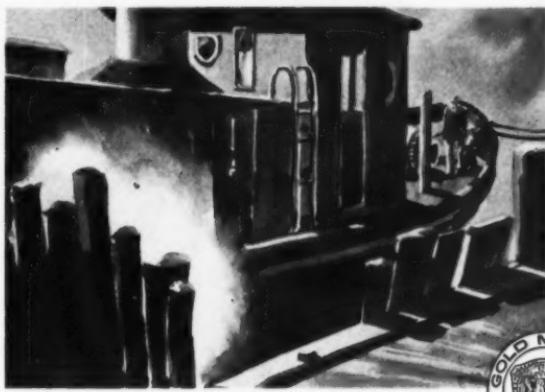
The following day marked one of the momentous events of our stay in Los Angeles. It is "always fair weather when school secretaries get together". And that is just what happened—we had the perpetual California sunshine and a fine group of Los Angeles secretaries present. It was at a luncheon in the Board of Education Cafeteria that my sister and I were guests of that fine group. We had the privilege of meeting several well-known educators including Mr. Louis B. Travers, Chief Assistant Superintendent of Schools, Mr. John B. Steven, Director of Personnel Commission, Assistant Superintendents G. M. Montgomery and P. E. Webb. Evelyn M. Corbett, President of the Los Angeles Secretaries' Association, is a very charming person and we were privileged to hear her account of the Institute at Northwestern. We met many wonderful secretaries as well, including Alice Cooper, Gladys Pangborn, Bettye Wells and ever so many more whose faces will never be forgotten—but names do escape me at times. Believe me, it is truly a wonderful feeling when you see such grand people as these school secretaries, to say "I'm glad to be one of them". They all made us welcome, literally giving us the key to the city and what was more interesting, stimulating and informative was the tour through the Board of Education buildings. Thanks to Belle Kuehny and Dora Lord, we saw the functioning of the mimeograph department, the print shop, the mailing department, the testing bureau, the various educational branches—from the personnel department right through to the magnificent board offices. The clerk or secretary, we know, being a contact person, can either give one a favorable or an unfavorable impression at the first meeting. The Los Angeles girls are truly fine contact people. In every office we visited, we were made welcome, just as we would be anywhere else we might be privileged to visit in these United States. So to you Los Angeles Secretaries, our warmest appreciation for your fine hospitality.

Time passed all too quickly and four of us had plans for the evening. Yes, school secretaries even provide the movie stars for an evening's entertainment. We had a delightful meal at a spot in Hollywood and saw Xavier Cugat and Lana Turner. Thus culminated a very active and eventful day.

We enjoyed our visit so much at the Board Building that on our last day we again returned to the Cafeteria for luncheon with Dora Lord and some of those grand girls whom we had met the day before.

It is only fair to mention personal thanks to such fine "gals" as these along with Belle Kuehny, Dora Lord and Helen Bingham, except for whom we wouldn't have seen all the places of note to visit in southern California.

Our tour of "United States with the School Secretaries" came to a happy ending as all good things must do. The many pleasant memories of what a grand group these school secretaries are, only reaffirms my statement that I am truly glad to be one of them.



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REPORT OF WORKSHOP FOR SCHOOL SECRETARIES

UNIVERSITY OF MAINE

August 4 - 8, 1947

Dr. Glenn Kendall, Director of the Summer Session

Eleanor M. Dearden
Director of the Workshop

Pauline H. Smith
Ass't. Director of Workshop

STEERING COMMITTEE

Lydia N. Bagdikian	Stoneham, Massachusetts
Viola DiMichele	Elizabeth, New Jersey
Ann Rebuzzini	Guilford, Connecticut
Elizabeth W. Rosenblad	Falmouth, Maine
M. Elizabeth St. Onge	Nashua, New Hampshire

DISCUSSION GROUP LEADERS

Group 1 Martha Crowley	Lewiston, Maine
Group 2 Bernadette Raymond	Waterville, Maine
Group 3 Ann Rebuzzini	Guilford, Connecticut

Virginia Ames
Social Director of the Summer Session

FOREWORD

Herewith are presented summaries of the various lectures and activities held in connection with the Workshop for School Secretaries at the University of Maine, August 4-9, 1947. These summaries have been prepared by members of the workshop group.

In the development of the Workshop, an effort was made to present a well-rounded program. Attention was given to the general educational picture and to modern trends in both elementary and secondary education. Following this, specific consideration was given to the status and problems of the school secretary, to modern secretarial practices, and to the secretary's relationships with the school staff and with the work of educational counseling.

The school secretary as a citizen was emphasized with information presented on the current world scene and on economic understandings. And the school secretary as an individual offered interesting discussion of physical fitness for the job and reading for pleasure. The program concluded with a look to the future through the eyes of a philosopher with presentation of the lecture, "Living at the Beginning of an Era".

In addition to the lectures, three small working groups were formed for the discussion of specific problems. Although the work in the office of a school principal and a school superintendent is essentially different, two important problems were considered which were found common to both groups—public relations and the development and preservation of adequate records and record systems.

Along with the formal program an interesting recreational program was planned through the expert aid of Miss Virginia Ames, Social Director of the Summer Session, to whom we extend most sincere thanks.

To Dean Kendall, whose leadership made this week possible, we express our deep appreciation. And to the University of Maine are due many thanks for extending to us the privileges of its campus.

Pauline Smith and I are most appreciative of the fine cooperative spirit of the participants in the Workshop which made its functioning so successful.

ELEANOR M. DEARDEN
Director of the Workshop

MONDAY**PROGRAM**

- 8:30- 9:20 Registration
9:30-10:30 General Assembly—Concert pianist—Mr. Harms
10:30-11:30 "The Current Educational Scene"—Dr. Payson Smith
11:30-12:00 Discussion of the Program for the Week
1:30- 3:00 "Modern Practices in Elementary Education"—Miss Mildred Dawson
3:00- 4:30 "Modern Practices in Secondary Education"—Dr. Harold Rice
6:00- 7:30 Summer Session Dinner
8:00- 9:30 Concert by University Chorus
9:30-11:00 Open House at East Hall—Maine Asso. of School Secretaries
hostesses

TUESDAY

- 8:30- 9:20 "Status and Problems of School Secretaries"—Miss Eleanor M. Dearden
9:30-10:30 General Assembly—"Economic Crisis in Britain"—Dr. Wilfrid J. Hinton
10:30-12:00 Discussion Groups
1:30- 3:00 "Modern Secretarial Practices"—Dr. Herbert Freeman
3:00- 4:30 Continuation of Discussion Groups
7:30 Trip to Lakewood to famous summer theatre to see play, "Years Ago"

WEDNESDAY

- 8:30- 9:20 "Relations with the School Staff"—Dean Glenn Kendall
9:30-10:30 General Assembly—"Economic Reconstruction in Europe and the Marshall Proposal"—Dr. Wilfrid J. Hinton
10:30-12:00 Reports from Discussion Groups
1:30- 3:00 "The Current World Scene"—Dr. Stanley Urban
3:00- 4:00 "Educational Counseling and the School Secretary"—Dr. Edward Landy
8:00 Opera—"Hansel and Gretel"

THURSDAY

- 8:30- 9:30 Individual Discussion Groups
9:30-10:30 "Economic Understandings"—Mr. Edwin Young
10:30-12:00 Demonstration of mimeographing and office materials—Mr. Kinney
1:30 Trip to Bar Harbor
4:00 Boat trip around the island
8:00 Bar Harbor Theatre—Elissa Landi in "Theatre"

FRIDAY

- 8:30-10:00 "Reading Current Literature for Pleasure"—Dr. Percie Turner
10:00-12:00 Summary of Discussion Group Problems
1:30- 2:30 "Physical Fitness"—Mr. Howard Richardson
2:30- 4:00 Summary of Conference Program—Miss Eleanor M. Dearden
6:00 Workshop Banquet—"Living at the Beginning of an Era"—Dr. Charles Virtue

THE CURRENT EDUCATIONAL SCENE

Dr. Payson Smith, Professor Emeritus, University of Maine

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A period of crisis is a period of change. The world has always been a changing world. The tempo of change does itself change from time to time. We are living in a period where the tempo of change has been quickened to an unprecedented degree.

We shall find that education likewise is going through a period of rapid change, namely, that the education of a people will be inevitably projected against the economic source and political background of that people. The requirements of a people will eventually find some expression in the education of that people. In our schools we find to some extent they reflect that. In this period of confusion, education is going to be confused. We are living in exciting times. Every period of crisis in the United States has brought about an important change in the schools of the United States.

1. Let us go back to the Revolution. The American school system was largely under the direction of the church. Within thirty days' adoption of the Constitution, it was changed to a national system. Peoples of devious religions, nationalities, and traits were united toward national ideals. We were a proud country, giving an example to the Old World.
2. The Civil War was followed by a great depression six to ten years later. During this period we made forward moves in the direction of higher education. Abraham Lincoln signed the Morrill Act, setting universities under several states with Federal act.
3. The Spanish War was a period of renaissance in the Western Hemisphere, the solidifying of the New World into a unit with mutual objectives because of changes which followed this war.
4. World War I brought to the surface such things as the fact that young men were physically less developed than they should have been; also the great demand for occupational education. The Smith-Hughes Act for the promotion of physical education was adopted and we got greatly increased support for public education. Teachers' salaries were raised even then. An upward change was generally permanent.
5. World War II may bring about the following changes:
 - a. There will be many more people in school and for much longer periods of time.
 - b. Because of returned veterans, there will be an immense increase in the number who will go to college.
 - c. Different kinds of schools will be created to take care of different types of occupations and needs.

Where is the money coming from? From the same sources from which we drew money for national improvements.

The appropriation by Congress for the support of the navy for six months would support all the schools of the United States from kindergarten to the university for a period of fifteen years.

Universal military training purely on a basis of cost will be three billion dollars for six months.

If and when the American people believe that it is just as important to set up defenses against prejudice and propaganda and the activities that grow out of ignorance, the American people will be ready, as they seem to be getting ready, to make these larger appropriations for education.

Contrary to the belief of some people, Federal aid will not jeopardize our local schools by more "politics". Education will still be under the control of local authorities. Has Federal aid for repairing and building highways harmed the local community? Not any more than Federal aid to education can.

Federal aid can provide for greater experimentation in education the same as

it has advanced science which could not have been done by local aid alone. Real estate cannot carry the burden any more.

There are now thirty million children in school (6,500,000 in high schools)—more than any country in the world.

Public education will increase rapidly. Junior college movements are increasing.

Out of twenty-seven school reforms, sixteen of them originated in the Commonwealth of Massachusetts but other states advanced while Massachusetts did not see the plans through.

Character of Education. Education follows the trend of the people. The American people are in a period of reaction to tradition . . . The headlines of the papers for the last three years have been black with reports of investigations of certain factors of the war that are being made. At the same time, Europe is on the brink of an abyss. The Marshall Plan must be implemented. It must be done by the American people, not for the sake of Europe, but for our own sake as well.

Europe is leading the way to a tremendous economic depression like the one which brought about Nazi Germany and Fascist Italy. When Europe takes an economic tailspin, it will go deeper this time and the United States cannot stand apart from the world. We cannot be isolated.

American people should have their attention diverted to present conditions instead of investigations. The Gallup Poll shows that 51% of the American people never heard or read about the Marshall Plan. What has this to do with education? We must go about as speedily as we can to advance adult education.

We have been talking too long about programs of education for children when we should be talking about educating adults. We have been talking about getting children ready for citizenship. Adults should be citizens now. They need leadership. We must initiate and carry out an adult education program, education which will bring vigorous and violent discussions of fundamental issues which the American people should face and settle.

Will education turn to trades or in the other direction? Another depression may turn the American people to the notion that they must do things which have not been done for free enterprise.

Objectives in Education. What are we after when we teach each subject? One of the things we must be after is the teaching of citizenship . . . citizenship which is less devoted to party and propaganda and prejudice . . . and more devoted to the finding of the truth.

Reported by Lydia Bagdikian
Stoneham, Massachusetts

MODERN PRACTICES IN ELEMENTARY EDUCATION

Miss Mildred Dawson, F. A. Owen Publishing Company

The term "Modern" would seem to imply that there has been a change. In school, we will always assume that children are going to learn to read. Certain elements are the same. We may vary somewhat in the way we meet them. If there is change, there is reason for change.

Three particular forces that are affecting schools are:

1. *Change in the world outside.* There was a time when America was an agricultural land. Children milked the cows, worked in the fields, and as time was rather short, the daughter learned to sew and son learned a great deal from his father. We found in these days a greater responsibility carried by the home. Lincoln went to school only a few months. He learned the rest on his own initiative. In pioneer days the mother and father did not enter high school. Child labor laws and compulsory attendance laws have made some difference. Industries have been responsible for influencing what we do. When the people came across from



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Europe, we had to have designers of furniture, so art was put into the curriculum, etc.

2. *Psychology and Child Study.* Psychology and child study have an enormous influence on the curriculum today. We are trying to find better ways. Some ways are being tried and are being modified or dropped. Being "progressive" was an effort to adjust the curriculum of the school to the child.

3. *Move to build up a democratic world.* It is affecting supervision and administration. Superintendents are aware of it. They are inviting teachers to help decide policies, choose textbooks, school vacations, etc. In other words, it is affecting school practice as teachers are being brought more and more into the picture.

Modern practices are not necessarily prevalent practices. Schools are more or less traditional. There is a general trend in all schools to go toward these modern things.

There are other retarding influences besides tradition:

1. *Great increase in birth rate.* There is an increase in the number of children who are entering school. The dropping of sub-primary classes in some cities is not because they do not believe in them but because they do not have teachers to teach the children nor rooms to house them.

2. *Teacher shortage.* The teacher shortage will get much worse before it gets better. Certain areas are closing schools because of lack of teachers. It has therefore been necessary to have larger classes.

3. *Increased costs.* Teachers' salaries have gone up and will probably go up more. Books are costing much more. Taxpayers have a strong reaction. (School secretaries can help here in public relations.) Federal aid is going to be the answer. There is indifference over the country and active opposition in getting those bills through Congress. People fear Federal control with Federal aid. A review of the bills will indicate that control will remain within the local and state units.

Public relations are very important if we are going to move ahead in our schools. There is always criticism when you make a change. You must make the change gradually. Changing report cards was cited as an example. In one school the change was first made in grade one after consultation with the parents in which the proposed change was explained. Gradually the change was made in the other grades until after a period of four years the entire change-over had been affected. We must be ready to show the public that they are getting returns for their money. Another example was cited in the case of Glencoe, Illinois, a suburb of Chicago. In this school system parents, teachers and superintendents work together. When an increase in pay was granted to the teachers, the staff voluntarily agreed to work eleven months instead of ten as they felt they should give additional service for the extra money. Glencoe teachers have twenty pupils or less in their classes.

The most rapidly growing phase of education over the country is adult education and the Workshop is a part of that big program. The workshop was first started for the emergency teacher who may have inadequate preparation or who had been out of the teaching field for some years and needed to be brought up-to-date. The workshop is for inservice education where people may work and study together to meet their problems. Workshops are usually held during vacations through the year or during the summer. The workshop is brought to certain areas so teachers can obtain the additional training while remaining at home.

There is broad stress on supervision in education. Supervisors are employed to aid teachers in the improvement of their instruction to pupils.

There is a tendency not to fail youngsters; i.e., if a pupil cannot read, send him along rather than keep him back. With an entrance age established, there is a range of eleven months chronologically and an even greater range in maturity levels of a first grade class. The modern school maintains that if a pupil is making

progress at his level and at a rate suitable to him, he should be sent along with the understanding that the second grade teacher will start with him where he is. Thus very few children are failed in the first and second grades.

There is also a tendency to get away from marks of any kind on report cards, simply to rate children as "satisfactory", "fair", or "unsatisfactory".

There have been changes in instructional practices. Most of these changes have been brought about through child study and more knowledge of individual differences. All children are not equally bright, not equally fast to learn, nor do they have the same interests. Children come to school with all these differences in their background. A tendency has developed to group children in terms of their abilities, capacities, and habits of work and to give them help as the need arises. There are ways of handling school work so that all of the children are working to capacity. You cannot expect all the children to accomplish the same amount of work. You must adjust your materials so that slow children can get them without too much difficulty.

The modern school believes in drill. In developing a habit or a skill, you must have practice. Most modern schools have gone back to drill but it is a different type of drill—children should drill in those things in which they need help. When children understand they do not need to have much drill.

There is need of taking inventory constantly—checking up to find out where the children are weak and where they need extra help. There is value in tests if they are used correctly, if the results are analyzed and used. Standardized tests should be supplemented with local tests. Standardized tests give a good picture of the standing of the group but are not as accurate for the analysis of individual difficulties.

Another modern tendency is to have children learn by doing—to work on units in which all subjects are tied together—history, literature, physical education, spelling, arithmetic, etc.. Visual-auditory education is another modern trend—children learn through movies. However, visual aids cannot take the place of the teacher nor should they be used until the class has been prepared. It is meaningless for a class to view a picture without previous preparation on the things to be observed and the purpose of the film.

Modern schools try to teach children about the community in which they live—teachers take children on trips into the community.

Teaching meaningfully seems to be the tendency now in the elementary schools—striving to have children understand what they learn and not just memorize facts.

The newer textbooks for children are written to help children to understand. Workbooks are good for practice—they are good for individuals but not for a whole class. They should never be used just as a means of keeping a class busy.

Reported by Marguerite L. Shanahan
Lynn, Massachusetts

MODERN PRACTICES IN SECONDARY SCHOOLS

Dr. Harold Rice, Headmaster, Keene New Hampshire High School

There are 25,000 high schools in the United States. It is natural for us to take them for granted. But they have not always existed. There have been three hundred years of secondary education since the law was passed in 1647 establishing secondary schools in Massachusetts. The first high school or secondary school was the Boston Latin School established in 1635.

There was the original school, known as the Latin Grammar School, brought over bodily from England intended to prepare boys for college and so to perpetuate the religion of that time. For two hundred years the curriculum was Latin and Greek. It was not until 1814 that they added arithmetic, history, etc. It was a very narrow type of education and only a select few could profit from such a curriculum.

In the eighteenth century it began to die out and a new institution arose in the academy. This academy had a curriculum which was broader and more practical. It included English, history, geography, and a great many other practical subjects. It was the first secondary school in America to admit girls. The first school was for boys and just a few boys. In the academy there was a tendency to revert to the curriculum of the Latin Grammar School. By 1890, the academy had reached its day of preeminence and was practically out of the picture but it prepared the way for another kind of institution, the public high school. The failure of the academy was a real tragedy in secondary education. It started out as a revolutionary thing but became useless and died. Unless we adapt our schools to the needs of our community and our students, our present system too may die.

The first public high school was the Boston English High School established in 1821. So we have had public high schools for about a century and a quarter, and has now expanded to 25,000 high schools. About 40% of the high schools enroll one hundred or fewer students. Only 7% of the high schools enroll more than one thousand students.

In the century and a quarter that public high schools have been in existence, the same forces that tended to destroy the forerunners of the high school have been at work. Some of the practices of secondary education tend to hang on long after they have served their purpose and become harmful. There is an institutional inertia.

Originally high schools were primarily college preparatory schools. After about fifty years, they took on the dual purpose of preparing for college and for life. Comparatively few boys and girls went to high school. A great many of our problems in secondary education hinge on the change in the number and the character of pupils attending high school. Formerly the group was preparing for college and a profession. In 1890, there were three thousand enrolled in secondary schools. Now there are seven million. The number of pupils in high school has increased nineteen times as fast as the general population of the country. In the early high school, the curriculum was narrow and impractical. Those pupils who were not willing to accept it were eliminated. Even yet, some schools are dominated by the curriculum. A great many of the boys and girls now attending high school are not going on to another school.

Psychology has given us a better basis for our teaching. We have learned that the whole child comes to school, the whole child reacts. Our viewpoint has changed. Unfortunately, all teachers haven't changed. There are still many remnants of traditional practices that have continued to hang on in secondary schools after they have outgrown their usefulness. The point of view that education is the acquiring of knowledge and information lead to the great expansion of subjects offered. Experience has shown that the problem cannot be solved by adding subjects. We must adapt our schools to the differences in individual traits and characteristics, differences in ability, in background.

As long as we think in terms of subject matter for teachers to assign, we evaluate by giving subject matter tests. Education in secondary schools has been thought of as discipline of the mind, mental discipline. This has been the attitude of many teachers in secondary schools and of secondary schools in general.

The first definition of education read as a youngster was "Education is preparation for complete life". Emphasis then was on preparation and not on living. Everything boys and girls had to learn was for the future. The need to relate what the pupil is learning to his daily living wasn't recognized.

Secondary education is still somewhat selective. There has been an increase in faith on the part of the people in education. More boys and girls are attending high school. In these vast numbers of boys and girls there is a wide range of



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physical, mental, and social traits. It is the philosophy of the secondary schools to provide for all youth of secondary school age. The schools have to meet the challenge.

Subject matter alone is not sufficient. It must be a means to an end, a means of developing understandings, habits, abilities, and so on. The elementary schools have outdistanced the secondary schools in accepting newer methods.

Back in 1918, the high schools were floundering without any clear direction. It is important to know in what direction we are going. A committee appointed to study the reorganization of secondary schools prepared a pamphlet in 1918 setting forth seven principles toward the attainment of which high schools should work. These were: health, fundamental processes, worthy use of leisure time, vocational training, civic training, worthy home membership, and character. Many schools have tried to fit their program into this pattern. In 1928, the Department of Superintendence brought out four goals toward which we should strive: (1) All boys and girls ought to be able to know themselves; (2) All boys and girls ought to understand and appreciate their relation to nature; (3) all boys and girls ought to understand and appreciate their relation to society; (4) all boys and girls ought to understand and appreciate the force of law and of love in the universe. Many secondary schools have adopted one or the other of these two sets of goals and attempted to develop a program.

There are three types of schools: (1) the small school offering just one course; (2) the school in which you can take anything you want; (3) the school in which certain courses are prescribed and certain courses are elective.

Perhaps the most effective influence in the secondary school is the ideal of democracy. The primary purpose of secondary education is the maintenance and improvement of our democratic way of life. The modern school is operated demo-

eratically. Boys and girls are treated as persons and have certain duties as well as rights. The school is an agency for fostering our democratic way of life. It is a place where properly socialized personalities are developed in everyday life.

Usually secondary schools include grades seven through twelve. In some communities we have the 6-3-3 plan, in others the 6-2-4 plan. More and more communities are now adopting the 6-6 plan and a few communities are adopting the 6-4-4 plan. The junior college movement is expanding.

Boys and girls have personal vocational and educational problems on which they need help. There is a place in the modern school for a guidance person to discuss with pupils and parents the needs of the pupils. All pupils need some saleable skills, all need to think rationally, all need to understand finance and its influence in making the world different. Pupils need to know and understand the rights and duties of citizens, the proper use of leisure time. There are certain common understandings, common abilities and skills which all need. The high school should provide this type of education. There is also need for special education—in shop in business subjects, in home economics, etc.

In many of the larger high schools we set up multiple curricula—the danger in this type of program is that pupils only meet those students taking the same basic curriculum. Secondary schools are beginning to think more about common learnings. Some high schools set up goals which cut across subject matter lines. Education must function in terms of real programs or goals, understandings, abilities.

Reported by Alberta Donahue
Falmouth, Massachusetts

A BIT OF FUN

A Workshop held on the campus of a University gains much. Our group was assigned to four different residence halls, thus enjoying the experience of dormitory life. It is rumored that those in East Hall which was entirely given over to the secretarial group had more fun and less sleep than those who were housed in Balantine, Colvin, or Estabrook Halls. We all ate together. Breakfast and lunch were served at Balantine while dinner was served to us at Estabrook.

During the week of the Workshop, the school secretaries were included in many of the campus activities. Three morning assembly programs were held which were of much interest. Mr. William Harms, concert pianist, gave an excellent recital and Dr. Wilfrid Hinton, well known authority on European affairs, gave two lectures.

On Monday evening, a dinner for the summer session was held. It was an interesting experience to be included in this activity. Following the dinner a concert was given by the Summer Session Glee Club. And after the concert, the secretaries from Maine acting as hostesses for the Workshop group held "open house" at East Hall. A songfest and general good time was enjoyed with refreshments served by the Maine girls.

Wednesday night at the Little Theatre on the campus was given an interesting performance of the operetta, *Hansel and Gretel*.

Recreational activities, an important part of any such program, were not neglected. On Tuesday night, thirty-two of the group traveled seventy miles to the famous summer theatre at Lakewood, Maine, to see Ruth Gordon's play, "Years Ago". It was a delightful play and the trip gave added opportunity for the various members of the group to become better acquainted.

On Thursday, a longer trip was planned. The entire group traveling in two buses left at 1:30 P. M. and journeyed to Bar Harbor. It was a beautiful clear day and the ride to Bar Harbor with local accompaniment was much enjoyed. At Bar Harbor the majority of the group took the specially chartered boat for a two-hour ride around the island with opportunity to see many beauty spots. A few landlubbers stayed ashore and visited the many shops. When the sailors returned, the group rode up to The Springs at Acadia National Park for a picnic supper. Due to the heat, fog had enveloped Cadillac Mountain so a trip around the ocean drive to Thunder Hole was substituted for the drive up the mountain. And again that night, the group had the opportunity to attend a summer theatre—the Bar Harbor Theatre at which Elissa Landi appeared in "Theatre".

On Friday night came the concluding activity of the week, the farewell banquet. Maine girls acted as hostesses at each of the tables. A spirit of joviality prevailed, mingled with a bit of sadness that our fine week was over.

Twice during the week small groups drove out to Pushaw Pond for a swim—to relax a bit from the strenuous activities of the Workshop.

And still loathe to break the ties of the week, fourteen of the group had luncheon together on Saturday at the Penobscot House in Bangor as they started on their homeward journey. And thus a week of friendly fellowship came to an end.

Reported by Elisabeth Rosenblad
Falmouth, Maine

WE APPRECIATE MAINE!

The moment we reached the University of Maine, we realized that the Maine school secretaries were being most considerate of their guests. Rooms were assigned alphabetically as far as possible to the out-of-state girls in the regular dormitories while the Maine girls had accommodations in East Hall, otherwise known as the "barracks". They were most apologetic to the few out-of-state girls who were assigned to East Hall because of late registry. However, East Hall turned out to be the social center of the Workshop and we are certain there was not a single girl regretted being assigned to that building.

On Monday evening, after the summer session dinner and the concert, all the secretaries were invited to East Hall for a get-acquainted session. Our hostesses provided refreshments and mimeographed songbooks. Everyone had a good time. Even the hint that it was time to return to our own quarters was politely given by the singing of "Goodnight Sweetheart". (If there was anyone in the group who did not learn the words to "Row, row, row your boat", Elisabeth Rosenblad would be glad to forward them to you.)

Throughout the entire week, the graciousness of the Maine school secretaries was felt. Each and everyone of the Maine girls deserves a hearty thank-you. And particularly to Pauline Smith, who had the responsibility of East Hall and of collecting money for the various activities, we extend a very special thank-you.

To Dean Kendall, Miss Virginia Ames, and all the various members of the staff at the University of Maine, go our sincere thanks for making our week such an enjoyable one.

THANK YOU, MAINE.

FROM THE OUT-OF-STATTERS
Reported by Alberta F. Donahue
Falmouth, Massachusetts

(To Be Continued in the May Issue)

EFFICIENCY EXCHANGE

Rea Lindenberg

Room 302 Administration Building, Parkway and 21st Street
Philadelphia 3, Pa.



• Rea Lindenberg

Kay Mitchell, our Editor, wrote me that the article on syllabication, which appeared in the February 1947 issue of *The National Secretary*, will be reprinted in some future issue of "The Gregg Writer". I hope this will encourage you, you, and you to send in more of your valuable "helpful hints".

Albert F. Donahue, of Falmouth, Massachusetts, was good enough to send me the Fall Issue of the Massachusetts Association of School Secretaries' organ, "School Daze", of which she is editor. It is a most interesting and wide-awake magazine, and the following excerpt is so good I just had to pass it on to you:

TWELVE COMMANDMENTS FOR THE SCHOOL SECRETARY

1. Be alert.
2. Be loyal.
3. Be neat.
4. Be dependable.
5. Be cheerful.
6. Be enthusiastic.
7. Give efficient service.
8. Be courteous.

We have often wondered how many secretaries read these articles, and others appearing in *The National Secretary*. Now we are sure that most of you do, and so do some of our associates!

9. Have poise.
10. Cooperate.
11. Cultivate a pleasing personality.
12. Be tactful.

Ann Rosen of Philadelphia, Senior Secretary in the Division of Pupil Personnel and Counseling, attended the School Secretaries' Institute at Northwestern University last summer. The following helps are from the "Outline for Secretarial and Clerical Techniques" which she prepared:

Reception Techniques:

1. Recognize presence of the person immediately. In your home you would not let anyone stand while you finished typing a sentence or answered a phone call.

2. If a message is being given to your boss when he has a caller, write it out on a slip of paper. It may be important that the caller does not hear the message or know that someone else is calling. Be very careful about presenting information to anyone when another (even someone from the same office) is present.

3. If a person has to wait an unusually long time, let him know the reason if at all possible. If you can check at intervals in his presence to see if there is a possibility of his being seen soon, do so.

4. Give information that will be helpful to the caller but not harmful to the school (or community).

Communication Problems and Procedures:

1. If you can't understand the person

on the phone, never place the blame on him. Even if the room is quiet as a tomb, say "There is a great deal of noise here and I can't hear you plainly.

2. When transferring calls—tell the person politely what you are going to do. He may think he is cut off otherwise and be annoyed. Depress and release the receiver hook three or four times. If the receiver hook is moved too rapidly the operator cannot see the signal—i.e., just where it flashed. If hook is moved too slowly, you may disconnect it.

Hints for an Efficient Job:

1. If file box or telephone, etc., scratches desk, and it may, even though there is felt underneath it—if the felt is worn—cut moleskin to fit the under surface and that will pad the object so that it cannot scratch.

2. Even a very good memory should be backed up by pen and paper for your peace of mind. Reduce everything to writing and then keep strict watch over the day's activities, future activities, etc.

3. White chalk over a typewriter erasure helps eliminate all signs of the erasure.

4. Cut corners of carbon paper (small triangular piece) so that when many copies are being typed, carbons will fall out at one time. When making more than 7 carbons at one time, wrap a sheet of paper around roller before putting paper in.

5. To put a great many copies into a typewriter, evenly, put a folded paper over the copies before sliding into machine—paper comes through evenly and sheet is then removed before typing."

Mabel DeLissa, Secretary to the Superintendent of Schools in Lamar, Missouri, sent in the following ideas:

"Maybe this suggestion will help other secretaries in smaller school districts who have to take the annual school enumeration or census, in addition to all her other duties. I have done this for

several years, and find that it saves much time.

"I make a 3 x 5 card for each student, with all the necessary information that goes into the report, instead of listing the names of students on a long list. This information is taken from the students' permanent record cards. During the year whenever I have time to spare, cards are made out for new students and added to the file. Then, in the spring when enumeration time draws near, it is an easy matter to go through the file, weed out the students who have moved away and those who have reached their 20th birthday, and place in alphabetical order. (In a small school system, where there are less than 1000 names each year, it is easy to remember that the Jones kids have moved to California and the Murphys moved on a farm out of the district.) During the two-week period when the enumeration is actually to be taken, I can spend my time in getting the names of all the children who have reached the age where they can be included and other people not previously included.

"Since this work generally has to be done after school hours and on Saturdays, and enumeration time comes only a few weeks before school closes, it's a great relief to me to know that approximately two-thirds of this job is already finished before I start ringing doorbells. It's also easier to type the final report from cards than to type from a list that has been added to, marked out, and sometimes chewed in desperation."

Have you ever used a staple remover? It's marvelous!—and I speak from experience. It snaps out your staples in a jiffy, avoids torn pages and the usual broken finger nails. It's a fascinating little gadget and you'll be looking for excuses to use it when you see it. If you're interested, it is called an Ace Staple Remover and can be purchased from the Ace Fastener Corporation in Chicago, Ill.

That's all for this time, folks!

My best holiday greetings to all of you.

LISTENING-IN



Frances E. Rosenthal

It's time again for our quick trip about the country to listen in on what's uppermost in the minds of our associations everywhere. I've been pleased all fall to be kept in the know and I'm glad to be able to report the good news of active and satisfying programs. A few of you, apparently, haven't caught up with me in my new location for one or two of my old faithfuls have turned up among the missing this season. I hope they'll spot the new address at the foot of this column and come through for the next issue.

As for myself, I've been thrilled to be included in the fine Illinois Association. This pioneer group has provided a welcome that I daresay can't be equaled and I've been made to feel truly at home in a new state. It's great to have such wonderful friends to help bring about a rapid orientation. If I don't act like a native of Illinois by now it's nobody's fault but my own, I assure you!

But that's the advantage of a national organization. Everyone has friends everywhere so that home is everywhere and the adjustment to new environment is already made. 'Swonderful—truly!

Enough of me, however, and my enthusiasm for new-old friends? Let's hear from you who have followed me to Chicago with your interesting and effective papers. Here's the roll call—

* * *

Arizona

The Phoenix School Administrative

Assistants are not only an active and effective group but are go-getters in the matter of securing excellent publicity as well. Witness this excerpt from the *Phoenix Times* of October 7, 1947, which recounts the history of the organization as well as reporting its current program and objectives:

"The Phoenix School Administrative Assistants held their first meeting to elect officers for the coming year 1:00 P. M. Saturday at a luncheon in the San Carlos French Cafe. Mrs. Rose Allen, retiring president, presided.

"New officers are Mesdames Mildred Hill, president; Mary Westby, vice-president; and Angelita Favela, secretary-treasurer.

"Mrs. Hill, in her introductory talk, stated that regularly scheduled meetings will be held throughout the year. She plans to have informative talks and round table discussions on topics that will enable members to serve the schools and community more efficiently and promote improved public relations through education.

"Mr. and Mrs. J. W. Laur were special guests. Mr. Lauer, the state president, announced that a state convention will be held in Phoenix early in November.

"Decorations used at the luncheon were table centerpieces of fall flowers and streamers of Queens Wreath.

"The School Administrative Assistants group was organized in Phoenix in 1939 and is affiliated with the National Association of School Secretaries and Administrative Assistants, a regular department of the National Education Association. Membership is open to all office personnel, nurses and librarians in school systems and educational departments.

It Means a Lot!

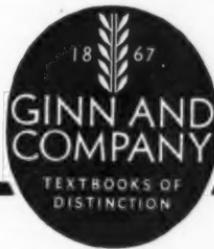
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"The following committees were appointed by the president: Mesdames Mary Westby and Vivian Switzler, program chairman and co-chairman; Rose Allen and Angelita Favela, luncheon reservations chairman and co-chairman; Margaret Gring, decorations; Sara M. Darland, courtesy; Grace B. Holt, publicity; and Miss Ardys Coburn, scrap book."

* * *

California

In California the Secretarial Association of the Los Angeles City Schools continues its active and effective work. From its monthly *Newsletter* we have learned, and we pass on for your information—

"The Executive Board met on October 7 at the home of the President. Several important items of business were taken up, including a discussion of the reclassification of the junior clerks in elementary schools. The President reported on the cooperation of fourteen classified employee organizations in urging the adoption of salary schedules for classified employees. Representatives of these groups will continue to meet to discuss problems affecting all classified employees."

Los Angeles also reports success in its efforts toward additional vacation time for school clerks as follows:

"For several years the Secretarial Association has been working for additional vacation privileges for ten months clerks. The Board of Education has approved changes in the vacation rule which now give this additional time.

Rule 22.815 Vacations. Persons on other than twelve month (2-A) basis are entitled to one day of vacation for each sixteen full time working days for which salary was received during the preceding vacation year extending from April first to March thirty-first, but not to exceed twelve full time working days of vacation for any one vacation year. Time served from April 1, 1947, will be counted in determining vacation under this rule.

"An addition to section (c) states

'duration' vacations . . . may be carried over until taken. Subject to vacation conditions as indicated in the code basis, vacations shall be taken at a time convenient to the principal or division head, with right of appeal to the Personnel Commission."

The Los Angeles group is also active in professionalizing its membership through its own effort, as evidenced by this *Newsletter* comment:

"The Handbook for Secondary Schools, distributed during the summer, is the work of several committees of your Secretarial Association. We are very proud of this project, appreciative of the co-operation of the In-Service Training Section and hopeful that the formation in the Handbook will be helpful to those in the schools."

These gals have their lighter moments too and we find this account of their October tea—

"One of the nicest we have ever had! That was the consensus of those who enjoyed the delightful membership tea at Fairfax High last month. Greenway Court, where the tea was held, is an exact duplicate of Lord Fairfax' home which stood on a vast estate adjoining Mount Vernon. It was built from student body funds and by Frank Wiggins students. The court in front was dedicated last May in honor of Mr. Detter, former principal of Fairfax. Music was furnished by Pearl Kaufman, and Adrienne and Dianne Roitman, and also by the birds in the memorial court. Our hearty thanks to Mable O'Bierne, Marguerite Moriarty, Hazel Black and Helen Cernich, the home economics classes and cafeteria, and Mrs. Rickershauser, the director."

And an announcement of the Christmas Breakfast—

"On Saturday, December 18, the annual Christmas Breakfast will be held at the Elks' Club—there will be Santa Claus, and each one is asked to bring a gift. If you are clever and can make something, fine! If you must buy, don't spend over 50c."

Illinois

In my newly adopted state I've been thrilled with the splendid organization and activities of the Illinois Association of School Secretaries. Even at the risk of sounding self-satisfied in my good fortune, let me quote write-ups of the two meetings I've been privileged to attend thus far.

The dinner meeting on October 17, arranged by Marion Frohberg, Chairman of the Northern Group, was an enjoyable get-together, with dinner at the Tiffin Room of Stop and Shop Restaurant. An interesting movie entitled 'Loveliness Unlimited', was presented by Miss Grace Merwin, of the Patricia Stevens Modeling School. If you see any of the secretaries walking around balancing books on their heads, you'll know they attended this meeting.

Northwestern University sent a resume of the questionnaires that had been returned to them by 110 out of the 144 who attended the Institute. It was interesting to note that 58 were allowed extra time to attend the Institute, and 49 had part or all of their expenses paid.

"Chicago welcomed the I.A.S.S. for its Fall Convention on November 28, with a lovely blizzard. The girls piled into the headquarters room at the Allerton Hotel, red-cheeked, laughing, and trying to brush the snowy stars from their eyes.

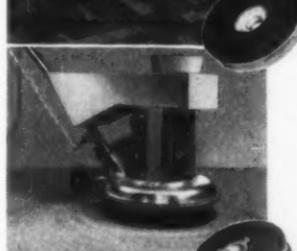
"We were sorry to learn that our President, Ruth Kimball, had fallen a few days previous and could not attend. Fern Roseman, our Vice President, after a week in bed with the flu, attended the meeting against the advice of her doctor. Fern is a charter member of the organization and has never missed a meeting. Such loyalty is to be commended. Lola Rieke, Recording Secretary, took the Chair and drafted Eleanor Boynton as Recording Secretary. We had a very interesting business meeting and the membership chairman reported more than 80 paid members so far this year for Illinois. She is anxious to make it more than 150—if you have forgotten to send in your dues, do it now.



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"Dinner at the colorful old English *Normandy House* in the evening was lovely, after which the girls went to the theatres in the Loop, where they had reservations.

"Saturday morning was a busy day for the girls with inspiring discussion groups on 'Personnel Record Forms', 'Problems of Supervision', 'Bookkeeping Problems', 'Registrar's Problems', and the 'Illinois Municipal Retirement Fund', led by Dorothy King, Agnes Harte, Edna Atkinson, Eileen Miedke and Hazel Ryan and we were fortunate in having Mr. E. G. Hanson, Executive Director of the Illinois Municipal Retirement Fund.

"Mr. Hanson explained the Fund, which becomes mandatory on January 1, 1948, for all non-teaching school employees who are not covered by any other retirement fund, and who qualify under the following three requirements:

1. On regular payroll.
2. Must be paid out of funds under control of the Board of Education.
3. Position employee engaged in must normally require 600 hours per year. If an employee meets these requirements, then the school must begin to deduct 3½% of earnings beginning with the first of January. The cost to the municipality varies, but the cost to the employee is always 3½%, unless the employee chooses to make additional contributions. The plan favors the employee—he has nothing to lose, and everything to gain. The mimeographed sheet sent out a few months ago contains all the information necessary to institute the plan. Follow the instructions contained therein.

"All of the meetings were all too short. The girls were enthusiastic and receptive and eager for information and shot questions at all of the discussion leaders making things hum generally.

"The luncheon at Mandel's Tea Room was the meeting to which we invited our bosses. Lola Rieke and her Program Committee certainly did a masterly job and it was a stroke of genius on their part to secure Miss Helen Gray, Super-

visor of Women Personnel of the Northern Trust Company, Chicago, as the speaker. She spoke to each and every one of us: superintendent and secretary.

"Miss Gray said that the employer is interested in production. The employee is interested in recognition. But if an employer concentrated his efforts on production the result was friction. On the other hand if efforts are concentrated on reducing friction, the result is maximum production. She called attention to the workman who, at great expense, carefully oiled his tools to keep them mechanically perfect—and yet how little concern is paid to the delicate mechanism of a human being which costs nothing to oil.

"The most important thing is to be able to get along with people. 85 per cent of success is due to one's ability to understand, attract, and influence people; while only 15 per cent can be attributed to formal training. Getting along well with others all adds up to self-control. Wisdom is the application of knowledge. She advised that the adoption of the principle of human relationship start right at the top of an organization.

"Mr. Stuart Hamilton, of the Northern Trust Company, showed a movie entitled 'By Jupiter', which illustrated the 85 per cent personal relationship factor brought out by Miss Gray. The story involved Jupiter and his wife Juno and a cantankerous individual called 'Poindexter'. Kindness like corn increases with sowing was the message Jupiter relayed to Poindexter, and showed him how to make it work.

"Me thinks I hear the strings of Jupiter's harp reminding me to say: Thanks for a wonderful convention to Ruth Kimball and her able assistants, the Program Committee: Lola Rieke, Evelyn Shuett, Mable Cook, and Marion Frohberg; and the Social Committee: Lillian Tucker, Phyllis Mills, Marie Beatty, and everybody who contributed to make our meeting so very enjoyable. We are looking forward to Spring and the Belleville meeting."

Needless to say I'm enjoying this new

association and looking forward to working with this fine group.

* * *

Indiana

I haven't received the bulletin of the Indiana Association recently (Editor and Circulation Manager please note!) but I'm glad to have Melba Demaree's account of the annual meeting which I'm quoting in full as follows:

"The Indiana Association of School Secretaries held its 22nd annual meeting October 24, 1947, at the Lincoln Hotel in Indianapolis.

"The Chairman of the Membership Committee reported a total of 216 members for the coming year, of which 92 were members for the first time. During the business session it was decided to affiliate with the National Association of School Secretaries again this year, and for the first time I.A.S.S. will send a delegate to the annual meeting of N.A.S.S. New officers elected were Mrs. Lucille M. Jones, Evansville, president; Mrs. Melba Demaree, Franklin, vice-president; and Miss Virginia Childers, Indianapolis, Secretary-Treasurer.

"Miss Inez Ahlering, head of the Commercial Department of Reitz High School of Evansville, and a former school secretary, gave a very interesting and helpful talk on 'Timely Tips for School Secretaries'.

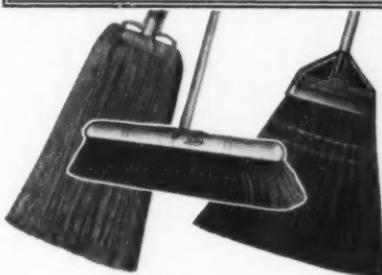
"A luncheon, with appointments carrying out the Scotch theme, was served to 156 members and guests. Dr. Harold H. Church, Superintendent of Elkhart Public Schools, gave *Greetings*, and Mr. Alex Jardine, former Superintendent of Evansville Public Schools, and a native Scotchman, entertained those present with *A Bee Wit of Scotch*.

"This year marks the largest membership in the Indiana Association's history, also the largest attendance at an annual meeting."

EVANSVILLE

The Evansville Association of Public School Secretaries held a Monte Carlo party at the Y.C.A. Tuesday, October 28. Mrs. Josephine Christmas, who is

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chairman of the social committee, was assisted by Mrs. Charis Ary and Misses Florence Handel, Emmamae Martin, Betty Titzer and Bettye Williams.

* * *

Maine

The Maine gals are still enthusiastic about their workshop held last summer. The October issue of their Bulletin was dedicated to Pauline Smith—"In recognition and grateful appreciation for her many friendly services in making the first school secretaries' workshop in Maine such a pleasant and profitable occasion."

This group has gone forward in grand manner and announces proudly that "The Maine School Secretaries' Association is now a department of the Maine Teachers' Association."

Nice going, Maine! We're looking for big things from your fine, professional organization.

* * *

Massachusetts

School Daze, the official publication of the Massachusetts Association of School Secretaries, is an ambitious and attractive paper. Service features include news notes concerning the membership, helpful hints for school secretaries, and intriguing vacation suggestions.

In the October issue of this thrice-yearly bulletin we find the following account of the fall meeting of District Four:

"Approximately forty school secretaries of District Four, Essex and Suffolk Counties, met at Sylvania Country Club, Danvers, on Saturday, September 13th. In charge of the various sports events which preceded the evening's program were the Misses Reta York of the Vocational School, Beverly, and Anna Dolan of the Breed Junior High School, Lynn—softball; Beatrice Myer, Central Grammar School, Gloucester—volleyball; Jeannette Ducharme, Vocational School, Beverly—croquet; and Elizabeth Edmondson, School Department, Hamilton—golf. Following the dinner at 6:30, Bernice Hourihan, Peabody, Chairman of the District Meeting, welcomed those present and introduced the guest of the

evening, a man who has done much to help the organization in its many activities, Superintendent William A. Welch of Peabody. Mr. Welch paid high tribute to school secretaries in that he felt every superintendent could truthfully say that the success of a school was due largely to the efficient work of the school secretary.

"In behalf of the group, Reta York presented Elizabeth Edmondson with a gift in appreciation of the untiring work she has done during the past year to bring the group together socially and professionally.

"Bertha Lightbody, Framingham, spoke briefly on the year's program and plans of the M.A.S.S.

"Following community singing, led by Reta York, pianist, and Lois Lampert, soloist, Bernice Hourihan introduced the guest speaker, Miss Eleanor Dearden of Springfield, President of the National Association of School Secretaries. Eleanor had been requested to speak on 'The Status and Problems of School Secretaries', a lecture she gave at The Workshop held at the University of Maine.

"The meeting was brought to a close with the presentation of an excellent group of films, through the courtesy of Mr. Lawrence Cuddire, of the Peabody School Department.

"Much credit is due Bernice Hourihan for the success of the district meeting and to her committee: Dorothy Callahan, Peabody; Mima Dallas, Beverly; Anna Dolan, Lynn; Jeannette Ducharme, Beverly; Dorothy Jackman, Danvers; Beatrice Myer, Gloucester; Mildred O'Connor, Revere; Bertha Pratt, Lynn; Marguerite Shanahan, Lynn; Jennie Shimanski, Peabody; Ellen Summerville, Gloucester; Reta York, Beverly; Ruth Conely, Peabody, and Elizabeth Edmondson, South Hamilton."

Also the account of the fall State meeting and the coming winter session:

"The October meeting of the Massachusetts Association of School Secretaries was held on Saturday, October 18, at the Hotel Beaconsfield, Brookline. A

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delicious luncheon was served at 1:15 to ninety-one secretaries and guests. We had twelve guests present from among the girls who attended the Workshop at the University of Maine from states other than Massachusetts. These girls were guests of the Massachusetts Secretaries who attended this Workshop, and included the following: Elaine Adams, Portland, Maine; June Arbo, Rockland, Maine; Phyllis K. Delano, Bath, Maine; Edith A. Hickey, Elizabeth, N. J.; Ruth I. Keeler, South Portland, Maine; Esther A. Magnuson, Concord, N. H.; Bernadette Raymond, Waterville, Maine; Elizabeth Rosenblad, Falmouth, Maine; M. Elizabeth St. Onge, Nashua, N. H.; Pauline H. Smith, Portland, Maine; Omaha C. Snipe, Bath, Maine; Myra Wagner, Livermore Falls, Maine.

"Mrs. Max Robert Ulin, Vice President of the Massachusetts State Federation of Women's Clubs, spoke to us on 'Looking Behind Today's Headlines'. She was a very delightful and interesting speaker and gave us a new viewpoint on the

headlines and commentators reporting the news today.

"Music was provided during the luncheon by the North Shore Trio which included Miss Ruth Austen, Mrs. Lydia Harmer, and Miss Dell Macomber of Hamilton.

"The program committee has arranged for the winter meeting to be held on Saturday, January 24, at the Hotel Kenmore, Boston. This is to be a guest day for our bosses, and we hope that all members of the association will plan to attend and bring their bosses. The speaker for this meeting will be the Reverend John Nichol Mark of Arlington."

"A committee is at work on plans for a course in English Composition and Rhetoric to be given at Boston University during the second semester. Details will be announced later. Members of the Committee are: Bertha Pratt, Bernice Hourihan, Mildred O'Connor, Lydia Bagdikian, Bertha Lightbody and Eleanor Dearden."

Truly a grand outfit that Massachu-

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sets group—keep agoin' gals, you're a great inspiration to other associations!

* * *

Michigan

In Michigan the Detroit Association put out its *DASS News* at frequent intervals to report the active, busy lives of Detroit school secretaries. Reports of a Hay Ride and a Feather Party indicate the lighter and more sociable side while the dressing of dolls to brighten the Christmas of underprivileged youngsters and contributions to the Ruth Alden Dress Drive, both entered into by Detroit secretaries, reveal the desire of the group to share its happiness and security with the less fortunate. Most commendable activities, gals, and an inspiration to our more self-centered groups!

Detroit has a great "get acquainted" plan and the *News* reports in its December issue that

"A number of delightful teas have been held recently. Hazel Lynch very graciously entertained the secretaries from the Center District at the Dwyer School on November 19. Some of the girls from this district were able to attend. Those not present missed a stimulating meeting at a very attractively served tea.

"Jane Armstrong and Freda Russek entertained the Intermediate School girls on November 18 at Northern High School. Jane and Freda were charming hostesses and the tea cakes and sandwiches were a delight to the eye as well as to the tongue.

"The Division of Instruction secretaries gathered for tea on November 18th, with Marge Ableson as hostess. Insurance was discussed pro and con over tea and cookies.

"Monday, November 24th, the Key Members at Wayne University entertained Wayne secretaries and the Deans of the various colleges, in the Tea Lounge at Webster Hall."

* * *

Missouri

Since our last meeting through these columns the Missouri gals have had their

eighth annual convention which, from all reports, was a gala occasion. The report, included in the December issue of *The Missouri School Secretary*, reviews it effectively, as follows:

The Eighth Annual Convention of the Missouri State Association of School Secretaries was held in St. Louis, Missouri, November 14 and 15, 1947. The Convention opened with registration at 6:00 P. M. in the Colonial Room at Hotel Chase, and a total of 83 registrations were reported.

"Dinner was served in the Colonial Room, and arrangements were made for the guests to enjoy the Chase Club Floor Show which featured Jack Fina's Orchestra. Miss Janet Thursby, Convention Chairman, presided at the dinner in a very gracious and charming manner. As a fitting close to the evening, a 'get-together' arranged by the St. Louis County School Secretaries was enjoyed. Miss Thelma Craigmyle, who has missed only one convention, won the prize. It was a grand evening for renewing old friendships and making new ones.

"Saturday morning, bright and early, the Secretaries were on hand for a hearty breakfast in the attractive 'Steamboat Room' of the Mark Twain Hotel. Miss Charlotte Leu presided and introduced present and past officers and guests. The invocation, 'The Lord's Prayer', was beautifully sung by Miss Shirley Gatzert in memory of Irene Cramer, our Vice President, who passed away last spring. Miss Gatzert also sang two other musical numbers.

"The annual business meeting followed with Miss Dean Hewett, Treasurer, presiding. Ruth Thompson read the minutes of the annual meeting held in Kansas City in November 1946. Roll call revealed sixty-two paid members. Some additional memberships were received at the meeting. Reports of the year's activities were given by the following officers: Mrs. Alma Edwards Newton, President (not being present, report was read by Ruth Thompson); Ruth Thompson, Recording Secretary; and Dean Hewett, Treasurer.

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"Reports of the Standing Committees were given by Georgia Davis, Budget Committee, and Opal Haas, Auditing Committee. The report of the Nominating Committee, given by Janet Thursby, showed the following officers elected by ballot: President—Ora Ruth Thompson; Vice President—Alice Schoeller; Recording Secretary—Mary Blazicek; Corresponding Secretary—Edwina Baldwin; Treasurer—Mary Louise Kiernan; Members-at-large, Ella Mae Flippin and Fern Gray. Mary Blazicek, Historian, presented a revised Scrapbook which is very attractive and complete. Janet Thursby, who was Convention Chairman, thanked the St. Louis City and County Secretaries for their cooperation. Much appreciation was expressed to Janet for without her leadership a convention would not have been possible this year.

"Elsie S. Roth aroused the interest of members in attending Workshops by her interesting report on the School Secretaries' Institute which was held at Northwestern University. She reported

that it was a thoroughly enjoyable and worthwhile week.

"The Chairman, in recognizing the local Associations, called on Ruth Thompson, President of the Kansas City Association, who stated that they had 116 paid members and an active organization. Lillian Elgasser, President of the St. Louis County Association, stated that they had 50 paid members, and were having very good attendance at meetings.

"The new President, Ruth Thompson, appointed Charlotte Leu as Historian, and Georgia A. Davis as Editor of the Missouri School Secretary.

"Georgia A. Davis, Recording Secretary of the National Association of School Secretaries, made an announcement concerning the NASS, and stated that Betty Segelcke, 2623 Charlotte, Kansas City, was Membership Chairman for Missouri and to date had 35 memberships.

"The suggestion of a Spring meeting, possibly at Mountain View, Missouri, if

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arrangements can be made, was enthusiastically approved.

"The new President expressed the wish of all that the next year would be a successful and profitable one for the Association."

Also from *The Missouri School Secretary* comes the note about our former NASS treasurer:

"Martha Painter Caldwell, her husband, Robert W. Caldwell, and baby son, have returned to the American Embassy in Athens, Greece. They like Greece very much. The baby was born in Barnes Hospital, St. Louis, last Spring."

I'm certain all NASS members have followed with interest Martha's diplomatic career and her life in fascinating Athens.

* * *

New Jersey

New Jerseyites, lucky gals, held their convention in Atlantic City, November 8 and 9, 1947. It is reported in the December *Bulletin* as follows:

"Our Tenth Annual Meeting opened in the Board Room of the Hotel Claridge, Atlantic City, at 2:00 P. M. on Saturday, November 8, 1947. A most cordial welcome was extended to all by our charming president, Miss Dorothy K. Low.

"The minutes of the Ninth Annual meeting and excerpts of the Executive Committee meetings were approved as read by Miss Edith Hickey. Reports of the various Chairmen were read and on motions duly made and seconded these reports were accepted and ordered to be placed on file.

"The question of amending Article III, Section 6 of the constitution was discussed thoroughly by members present. Upon a motion made that a vote be taken, ballots were issued and the final tally reported that 54 to 9 in favor of increasing dues to \$2.00 was carried.

"Upon a report of the Pension Committee headed by Miss Anna Moore, it was unanimously agreed that work on this very vital committee would continue inasmuch as it is felt by all that this year we will reap our reward.

"The Insignia Committee headed by

Miss Marjorie Wilson reported that the preliminary sketch which was submitted was perfected and a die had been struck off for use on the official stationery of the Association.

"The following names were presented as candidates for office in our Association for the coming year by Miss Ann Clark, Chairman of the Nominating Committee:

President—Emma Castner
Vice President—Ida S. LaPaglia
Rec. Secretary—Edith A. Hickey
Cor. Secretary—Emma Kettenring
Treasurer—Winifred Rose

Members at Large—Mary O'Lone, Atlantic City; Marguerite Schneider, Hackensack; Lydia Bernhardt, Point Pleasant; Beatrice Brown, Montclair; Edith Templeton, Lindenwold.

As there were no further nominations the report of the Nominating Committee was accepted and a ballot cast by the secretary.

"After the Business Meeting the Secretaries adjourned to their respective Group Discussions. Groups met under the following headings: Administrative, Secondary, Elementary and Board of Education. The administrators present proved invaluable and they also expressed their thanks for an enjoyable informal chat with the secretaries.

"Saturday evening found the secretaries together playing cards and getting better acquainted. Candy and nuts were served and a very good time was had by all. Some of the lucky girls took away with them some very nice prizes.

"Secretaries and guests attending the Brunch on Sunday morning at the Hotel Claridge were greeted by Dr. John H. Bosshart, Commissioner of Education. Mr. Floyd Potter, Superintendent of Schools, Atlantic City, welcomed the secretaries and encouraged them to continue their fight for pension.

"Guest Speaker—Mr. John J. Floherty, chose *Secret Service or Inside the F.B.I.* as his topic."

The group discussions were most worth while and summaries are quoted in the belief that they will prove of in-

terest and help to school secretaries everywhere.

"Administrative Group Discussion—Miss Josephine F. Murphy, Glen Ridge, N. J. Secretary Leader—Saturday, November 8, 1947.

How may we improve the Professional status of the Private Secretary to the School Administrator?

"We agreed, at the conclusion of our meeting, that we would like to present a copy of the summary below to the administrators for whom we work. We hope that many of you who were not able to be with us in Atlantic City will also want to present a copy to your administrators, after you have studied it, so that both you and he will have a better idea of what we are, now, doing and of what we hope to do in the future.

"We would suggest that you might present this summary to your administrator with this preliminary statement: We, the members of the Discussion Groups of Administrative Secretaries, have here agreed that we wish to respectfully present to you the school administrators for whom we work, for your careful attention and thoughtful consideration, the following summary of our discussion of possible ways of improving our status as a professional group in the hope that you may gain a clearer picture of our position in and our service to the school system.

SUMMARY

I. Points of Agreement.

A. We must possess the skills required of any secretary.

B. We should have a broad educational background. 1. College degree not essential; 2. Alert interest in position, in education, and desire for self-improvement are essential.

C. It is definitely appreciated when we can assume executive responsibility and relieve our employers of the performance of routine duties. These are *must* qualifications for the superior administrative secretary.

D. We should be able to meet and work with all people in a cheerful, tactful and cooperative manner. This is,

necessarily, related to an effective public relations system to be carried on by all members of the school organization.

E. In considering the problem of securing greater financial recognition, Board of Education members and the public should be further educated, perhaps with the help of the administrators, as to the role of the administrative secretary, with the approach to be based on a plea for better and better schools in every respect.

F. We secretaries belong to a separate category in the school organization. We have our own special duties and specialized training and, generally, should not be considered as part of the group to which teachers belong. (This fact is recognized by most administrators. There is also recognition of this fact in that many communities have salary guides for school secretaries. These salary guides are often divided into categories for the different secretarial positions in the school system, thereby offering opportunities for advancement in school secretarial work and in that way encouraging the superior secretary to remain in school work.)

II. Points for Consideration.

A. How limited are the opportunities for advancing into an executive position? 1. Two general opportunities: a. Administrative Assistant; b. District Clerk in the Board of Education office. 2. Such opportunities are far greater in a business organization.

B. To what extent do tenure rights and pension provisions compensate for the above limited opportunities?

C. To what extent should provisions be made on salary guides whereby credit would be given for any course or experience which would add to the background or efficiency of the secretary?

III. Points on which work has already been done and upon which further work should be done.

A. Courses and workshops to aid the administrative secretary in the performance of her duties. (General—Business English, punctuation, etc.) (Specific—School finance, statistics, etc.)

B. Manuals and/or handbooks for the

different secretarial positions in the school system.

SECONDARY GROUP—Miss Mildred Sherman, Roselle Park, N. J., Secretary Leader.

"The discussion period at the secondary school level was largely devoted to the topic of credentials, with particular emphasis on college credentials. Practically everyone took part in this discussion, and as a result we received many good suggestions to aid us in handling this most important phase of secondary school routine. The guidance set up in the various schools, in its relation to the handling of credentials, was also discussed at some length. Some valuable ideas were received in methods of disseminating routine notices to the school staff. Weekly bulletins, yearly calendars of events, and daily notices on teachers' bulletin boards were discussed as some of the ways this particular problem could be met.

BOARD OF EDUCATION GROUP—Miss Winifred Rose, Englewood, N. J., Secretary Leader.

"Twelve secretaries attended this discussion meeting. The varied activities of the secretary to the Secretary of the Board of Education were discussed. It was interesting to note how the various school districts worked and differed in making up Board Reports, Payrolls and Rental of Building. In the Report of Minutes (Board Report) some schools listed their bills under Committee headings, while others were broken down into specific supply categories, and still some were given just one after another in no specific order. Payrolls were made in individual schools in Elizabeth and Hillside as compared to other districts who make them directly in the Secretary's Office. It was learned that a number of schools were paid once a month compared to others who were paid twice a month. The Rental of School Buildings was discussed and found that while some district charged a fee of \$3.00 to \$7.50 for use of their gym, there were still others who charged no fee at all for the use of the building, exclusive, however, of the janitorial fee. School districts

represented at this discussion included: Elizabeth, Irvington, Hillside, Passaic, Bloomfield, Englewood, Trenton and Montclair.

ELEMENTARY GROUP—Mrs. Amelia Sudhaus, East Orange, N. J., Secretary Leader.

"Discussion of problems of those present:

Importance of a 'Secretaries' Handbook' (As a guide in routine matters, as a means of passing on information to new or substitute secretaries, difficulties encountered, especially in small school systems, where no such guide book is available for new secretaries, and no control office exists where help can be obtained. Suggestion by Mr. Hollingsworth of Bloomfield that Superintendents should hold regular meetings with their secretaries just as they do with teachers to discuss problems and make plans. Cooperation with the P.T.A. (extremely important to good public relations). Give them all possible help. Principal should be the 'clearing house' in this connection and decide what work should and should not be done in the school office for P.T.A. members or teachers. Interruptions in school office work. (Needless phone calls, taking care of first aid cases, Discipline cases.) Most problems seemed to be local ones. Each secretary must work them out as seems best in her situation. There are only so many hours in a day—do the best you can."

* * *

New Hampshire

The October issue of the *Bulletin of the New Hampshire Association of School Secretaries* tells of the interesting spring meeting of the organization in this way:

"The spring meeting of the New Hampshire Association of School Secretaries was held in Nashua on Saturday, April 12, 1947. After dining at the Laton House, the members adjourned to the Junior High School for a business meeting.

"The corresponding secretary read the mailing list of members of the association, and the names of non-members

were eliminated and those of new members added to bring the list up to date. Each one present filled out a card in order that the corresponding secretary might have a complete file of the business and home addresses of all secretaries.

"Attractive bulletins prepared by the Portsmouth secretaries were distributed to members present and extra copies were taken for those who were absent.

"The president led a discussion regarding affiliation with the National Association of School Secretaries and explained to the group that a \$5.00 membership fee paid after May 1 would apply towards the 1947-48 membership. This fee would be for our state association membership. If individual secretaries wish to join the National Association, the dues are \$2.00 a year. The motion was made and seconded to have the treasurer send \$5.00 to the National Association of School Secretaries for affiliation dues for the 1947-48 school year. It was so voted.

"It was moved and seconded that Mary Spellman of Sommersworth be appointed to keep on file a copy of each issue of the Bulletin of the New Hampshire Association of School Secretaries.

"The group discussed summer workshops for school secretaries to be held at the University of Maine, and at Purdue and Northwestern Universities from August 4-9 and descriptive circulars of the workshops to be held at Northwestern were distributed to the members.

"The corresponding secretary read a letter from Miss Elizabeth St. Onge of Nashua thanking the group for flowers sent her during her illness."

The New Hampshire bulletin also includes a column of interesting "personals" which keep the gals up to date on their associates. From it we learned that—

"Joan Remington has been transferred to the Office of the Superintendent of Schools in Concord from the Morrill School. She replaces Eleanor F. Fortier, who has moved to Boston, Massachusetts, to be with her husband who is attending school there.

"That Edith E. Hammond joined the Concord School Secretarial Staff on August 1st. She was employed for thirteen years as secretary to Superintendent George H. Harmon of Suncook. She replaces June Chickering as secretary to the Headmaster of Concord High School. June has joined her husband in Keene where he is a student at Teachers College.

"That Irene S. Dane, graduate of Concord High School last June, is the new secretary at the Morrill School. During the last school year Irene worked part time in the Superintendent of Schools office.

And that

"Esther A. Magnuson of Concord succeeds M. Elizabeth St. Onge as New Hampshire Chairman of the National Association of School Secretaries."

* * *

Pennsylvania

The Tenth Annual Meeting of the Pennsylvania State Association of School Secretaries was held in the Penn-Harris Hotel on Saturday, December 27, 1947. A delicious luncheon was served in a private room, which was graced by a gayly decorated Christmas tree. A business meeting followed the luncheon. The President, Miss Nelda Kane of Pittsburgh, presided. Saturday evening Miss Eleanor M. Dearden, President of the National Association, came to Harrisburg from New York to meet with the Pittsburgh secretaries present to make plans for the Atlantic City meeting of the National Association. The Pittsburgh secretaries will be the hostesses for the Atlantic City meeting.

PITTSBURGH

The Pittsburgh Association of School Secretaries held their Tenth Anniversary Banquet at the Hotel Henry on Wednesday, December 10, 1947. A turkey dinner with all the trimmin's was served. A birthday cake with candles was used as a centerpiece at each table. Each person present, a total of 110, received a birthday package containing articles of various kinds. Dr. Earl A. Dimmick, Superintendent of Schools, members of his staff and their wives were guests.

The guest speaker was Miss Jane Ellen Ball, Radio Commentator of Station WJAS, who told us about her program "Our Town and Back Page News." A newly-formed choral group of Pittsburgh school secretaries made their first public appearance by singing several selections.

* * *

Wisconsin

The live-wire Milwaukee association continues to put out an attractive bi-monthly *Newsletter* reporting the splendid activities of the group. A varied program is carried on by this organization which includes professional, social and recreational activities.

Professionally, all Milwaukee gals were well represented at the Northwestern summer workshop and for their own advancement they have developed a salary schedule and presented it to the Board of Education for consideration. Ruth Leslie, the President, writes of this activity thus:

"After burning the midnight oil for a number of nights, and after careful consideration of all factors concerned and advice from authoritative sources, the salary committee formulated a salary scale to present to the Board. This schedule together with pertinent information was presented to the Finance Committee on October 31. The committee seemed quite favorably disposed but could take no definite action until the Superintendent and Secretary brought in information concerning schedules. This they were requested to and be ready to present it to the Finance Committee meeting on November 28, at which time it is hoped that our new schedule will be adopted.

"The main point of inequity was the salary range of Clerk Typist II which the City of Milwaukee has changed to \$110-\$140 instead of our present \$100-\$125. We are asking that School Board employees in this classification receive the same salary as the city employees. Then, to make all other schedules conform more nearly to this one, we are asking for a flat raise of \$10 at the minimum, carrying the schedules through the same number of steps as formerly,

which will mean a \$10 added to the maximum of each schedule.

"In addition, we are also requesting that adjustments be made in placing the new schedule in operation so that there will be no danger of a new girl receiving a higher salary or the same salary as that of some one who has been on the job for a year or more."

Two of the fine meetings of the Milwaukee group are reported in this way in the *Newsletter*—

"On October 16th the MSSA held its first meeting of the year at the YMCA. A delicious dinner was served, after which the installation of officers for the year was conducted by Esther Lawrie, Our proxy, Ruth Leslie, took over and plunged right in. The first thing she did was hand us a salary questionnaire. We did not waste time in discussing the matter but simply wrote our ideas down for the guidance of the salary committee. Another questionnaire was distributed regarding some needed revision of our Constitution. After the business meeting, Evelyn Schoenke took over the social hours with a game called 'Fifty'. It was loads of fun and a good mixer. Prizes were awarded—and very nice ones, too."

* * *

And that winds up the story for this session. I'm sorry for the omissions—hope all of you will get me straight on your mailing list next time—do correct that address, please, so I'll be sure to receive your next bulletin—third class mail is often lost in forwarding, you know.

For the record again, now, here's the address

Frances E. Rosenthal
Board of Education
228 North LaSalle Street
Chicago 1, Illinois

And don't forget the standing invitation to drop in on me if you're in or near Chicago—I've a lovely office I'd like you to see, a cute home that I was fortunate to find, or I'll take you flying!

Be seeing you!

YOUR LISTENING REPORTER

SECTIONAL AND STATE MEMBERSHIP CHAIRMEN

SECTION I: Miss Mildred A. Bristol, Office of Board of Education, Southington, Conn.
Connecticut—Miss Mildred A. Bristol, Office of Board of Education, Southington
Massachusetts—Miss Lydia Bagdikian, School Department, Stoneham
Maine—Miss Pauline H. Smith, Deering High School, Portland
New Hampshire—Miss Esther A. Magnuson, Parker School, Concord
Rhode Island—Chairman to be appointed
Vermont—Chairman to be appointed

SECTION II: Miss Eunice Bounds, Board of Education, Wilmington, Delaware
Delaware—Mrs. Helen W. Kirkley, School Administration Building, Wilmington 43
District of Columbia—Miss Regina Wicks, Franklin Administration Bldg., Washington
Maryland: Miss Joanna Lankford, Board of Education, Salisbury
New Jersey—Mrs. Helen H. Knackstedt, Board of Education, Passaic
New York—Mrs. Margaret Evans, Board of Education, Syracuse 4

SECTION III: Miss Anne Kohute, Dickson City High School, Dickson City, Pa.

Pennsylvania:
Eastern District—Miss Mildred Byerly, Shamokin Public Schools, Shamokin
Western District—Miss Nelda Kane, Board of Public Education, Pittsburgh
Virginia—Miss Frankie Anderson, Nathaniel Bacon School, Richmond
West Virginia—Miss Madge Fultineer, Weston High School, Weston

SECTION IV: Miss Katherine Felder, Hoke Smith High School, Atlanta, Ga.
Alabama—Miss Mildred Brice, 1061 North First St., Birmingham 4
Florida—Mrs. Louise Warren, Registrar, Miami Senior High School, Miami
Georgia—Miss Martha Pitts, Upson County Schools, Thomaston
Kentucky—Miss L. Katherine Morgan, Secretary to the President, Eastern Kentucky State Teachers College, Richmond
North Carolina—Miss Pauline E. Hicks, Andrews City Schools, Andrews
South Carolina—Chairman to be appointed.
Tennessee—Chairman to be appointed.

SECTION V: Mrs. Melba Demaree, Franklin Public Schools, Franklin, Indiana
Illinois—Miss Ruth Smith, Elmwood Park Public Schools, Chicago 35, Elmwood Park
Indiana—Miss Alma Cripe, 72 S. 7th Street, Beech Grove
Iowa—Miss Agnes Hansen, Cedar Falls Public Schools, Cedar Falls
Ohio—Chairman to be appointed.

SECTION VI: Mrs. Dorothy Nieman Ferguson, River Rouge High School, River Rouge, Mich.
Michigan—Mrs. Ora Stanberry Dolsen, 467 W. Hancock St., Detroit 1
Minnesota—Miss Rosalie Kollarich, 616 Summit Ave., St. Paul
North Dakota—Chairman to be appointed.
South Dakota—Miss Agnes Schlender, Brookings City Schools, Brookings
Wisconsin—Miss Catherine Hart, Edgerton Public Schools, Edgerton

SECTION VII: Miss Georgia A. Davis, Board of Education, Hannibal, Mo.
Arkansas—Miss Catharine Yates, West Side Junior High School, Little Rock
Kansas—Miss Marcella Yoho, Wichita High School East, Wichita 7
Mississippi—Chairman to be appointed.
Missouri—Miss Betty Segelcke, 203 Public Library Bldg., Kansas City
Louisiana—Chairman to be appointed.

SECTION VIII: Miss Lois Norton, 414 Fourteenth St., Denver, Colo.
Colorado—Miss Regina C. Olander, 2708 East 14th Avenue, Denver
Idaho—Chairman to be appointed.
Montana—Chairman to be appointed.
Nebraska—Chairman to be appointed.
Utah—Miss Donna Newman, West High School, 241 No. Second West St., Salt Lake City 3
Wyoming—Chairman to be appointed.

SECTION IX: Mrs. Grace B. Holt, Phoenix Junior College, Phoenix, Arizona
Arizona—Mrs. Rachel Maynard, College of Business Administration, Tucson
Oklahoma—Miss Katherine Crawford, 400 N. Walnut Street, Oklahoma City
New Mexico—Mrs. Maywood S. Hendron, Registrar, Santa Fe High School, Santa Fe
Texas—Mrs. Fannie Billings, 2711 Fairmount Street, Dallas

SECTION X: Mrs. Helen Bingham, 7003 Arbutus Ave., Huntington Park, California
California—Mrs. Charlotte Lynch, 808 North Spring St., Los Angeles
Hawaii—Miss Sadako Okimoto, P. O. Box 623, Hilo
Nevada—Chairman to be appointed.
Oregon—Chairman to be appointed.
Washington—Miss Ruth Markus, Coulee Dam High School, Coulee Dam

